

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**CHIEF FINANCIAL OFFICER
FINANCE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs complex administrative and professional work in formulating policies for, and planning and directing the activities of the Finance Department in providing the following services:

- fiscal activities such as accounting, auditing, receipt and deposit of funds and distribution of tax collections;
- budget administration and analysis;
- purchasing and warehousing activities;
- risk management services including group benefits programs and loss prevention and control in the areas of self insurance program, general liability, workers' compensation, property, and employee health and benefits programs; and
- customer service functions for City departments and outside agencies.

Employee is appointed by and reports to the City Manager, and is not covered by Civil Service Law.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for planning, coordination and directing all aspects of the City's financial management and administration, budgeting, purchasing, risk management and customer services. Work involves directing and coordinating the work of employees engaged in various phases of the aforementioned functions. The primary emphasis is upon the formulation and execution of broad policies and coordination of the work within the department and with other departments and agencies. The employee is also responsible for ensuring that the City is in compliance with federal, state and local government fiscal control rules and regulations. Supervision is exercised over a large staff through subordinate professional and technical supervisors. Considerable independent judgment and initiative are required in planning and directing an extensive fiscal control system. Work is performed in accordance with established governmental finance procedures and with local laws and North Carolina General Statutes governing City directors. Work is performed under broadly outlined goals set by City Council and is evaluated through conferences and the analysis of program achievements by the City Manager's Office.

CHIEF FINANCIAL OFFICER

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans and directs the receipt, disbursement and accounting of City revenues and expenditures in accordance with generally accepted principles of governmental accounting and rules and regulations of the Local Government Commission of North Carolina; supervises investment of City funds; maintains records pertaining to bonded debt and lease or installment purchase and other obligations of the City; determines amounts required for debt service or the payment of other obligations; provides updates on projected expenditures, revenues and fund balance as requested.

Formulates revenue and expenditure projections for use in budget development by the Finance Department and other City departments.

Serves as Director and corporate officer of the City's capital and associated corporations which assist the City in the issuance of debt and the overall management of fiscal programs.

Disburses funds in strict compliance with the North Carolina General Statutes and a variety of regulatory policies.

Consults with and reviews the work of subordinates, sets forth desired objectives, develops procedures and proposes changes in existing methods.

Directs the planning, organization and maintenance of central accounting systems, including pre-audit, posting of expenditures, accounting controls, daily deposit of collections, investment programs, purchasing and other related activities.

Directs the planning, implementation and administration of the City's budget which includes providing revenue and expenditure forecasts and administration of fee and charges; presents the fiscal year budget and capital improvement plan to City Council for approval.

Supervises the maintenance, control and analysis of the fiscal operations of the City government.

Supervises staff assigned to the Finance Department in the posting and balancing of City ledgers, preparing payroll and related records, and maintaining City purchasing records, financial statements and related reports.

Ensures that the City is in compliance with federal, state, and local fiscal rules and regulations by reviewing and interpreting laws and policies.

Determines the training needs of financial personnel and finance-related training needs of other departments and develops internal training opportunities or identifies outside programs to meet those needs.

Responds to community financial and accounting matters of City departments and agencies; provides guidance to other department directors.

Prepares applications for submission to the Local Government Commission for approval of the issuance of debt to fund capital projects; prepares requests for proposals for financing capital expenditures and recommends or selects proposals of the most responsive bidder.

Collects, edits and produces data for the City's financial reports.

Reviews and analyzes City operations and programs to determine scope of liability exposure; develops and implements risk management plans, policies and programs to effectively manage related risks.

Oversees preparation of records and reports documenting accidents, property loss and

CHIEF FINANCIAL OFFICER

damage, and ensuring completeness of documentation; develops and implements policies to eliminate or minimize risks.

Advises City officials in matters involving risk management litigation; negotiates settlements on behalf of Asheville Claims Corporation with claimants and their attorneys; coordinates defense of all litigation claims against the City with the City Attorney and outside counsel.

Leads the City's Minority Business Program efforts.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of finance administration.

Thorough knowledge of federal, state and City laws and policies concerning fiscal operations.

Thorough knowledge of modern governmental purchasing principles, methods and procedures.

Thorough knowledge of the principles and methods of inventory control and management.

Considerable knowledge of the operations of City government including taxation and other sources of revenue.

Considerable knowledge of the current literature, trends and developments in the field of governmental accounting and public finance administration.

Considerable knowledge of standard research and investigation methodology, practices and procedures.

Skill in statistical analysis.

Ability to maintain standard accounting and control measures for City government.

Ability to plan, organize and direct the work of several separate operating units engaged in a variety of activities.

Ability to express ideas effectively, both orally and in writing.

Ability to plan, organize and coordinate the work of subordinates.

Ability to prepare clear and concise reports, and to compile and analyze financial statements and reports.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in accounting or finance, with a master's degree in accounting, finance, business/public administration or a related field preferred, and 6 to 9 years of progressively responsible, professional experience in governmental fiscal administration, preferably in a local government setting; and/or any equivalent combination of training and experience required to perform the essential functions.

CHIEF FINANCIAL OFFICER

SPECIAL REQUIREMENT

Possession of a professional certification as a CPA, CMA or CGFM preferred.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works, and to think, learn and process information using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict and perform as an effective team member.

Intellectual Competency: Ability to think, learn, process information, solve problems and gather necessary information using math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities, and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Professional Conduct: Ability to exhibit conduct that demonstrates a commitment to public service. Ability and maturity to react in a professional manner, both within and outside the organization.

Salary Grade 30
Exempt